

Required Forms & Documents	US Citizens	International Students (CPT)	Where & How to Locate
<b>Beginning of Each Term</b>			
Contact International Student and Scholar Services (ISSS)		<b>X</b>	Contact ISSS Prior to submitting Internship or Experience Form <a href="https://www.siu.edu/iss/">https://www.siu.edu/iss/</a> <a href="mailto:iss@siue.edu">iss@siue.edu</a> 618-650-3785
Report & Submit Internship or Experience	<b>X</b>	<b>X</b>	Login to Cougar Jobline <a href="https://siue.12twenty.com/">https://siue.12twenty.com/</a> Click " <b>Internship or Experience</b> " on the left side of page Click on " <b>+New Experience</b> " and enter information <b>"Submit for Approval"</b> Upon form submission, the Career Development Center and supervisor will receive notifications to approve the experience
Risk Assumption Form	<b>X</b>	<b>X</b>	Cougar Jobline <a href="https://siue.12twenty.com/">https://siue.12twenty.com/</a> Documents and Forms Tab
Student Pre-Evaluation	<b>X</b>	<b>X</b>	Cougar Jobline <a href="https://siue.12twenty.com/">https://siue.12twenty.com/</a> Documents and Forms Tab – Scroll to Bottom of Page
Co-op and Internship Program Information Form	<b>X</b>	<b>X</b>	Cougar Jobline <a href="https://siue.12twenty.com/">https://siue.12twenty.com/</a> Documents and Forms Tab – Scroll to Bottom of Page
Eligibility Email From ISSS		<b>X</b>	<a href="mailto:iss@siue.edu">iss@siue.edu</a> 618-650-3785
Employment Declaration Form		<b>X</b>	Cougar Jobline <a href="https://siue.12twenty.com/">https://siue.12twenty.com/</a> Documents and Forms Tab
Additional CPT Paperwork		<b>X</b>	Career Development Center <a href="http://www.siu.edu">www.siu.edu</a> ISSS <a href="mailto:iss@siue.edu">iss@siue.edu</a>
<b>End of Each Term</b>			
Student Report Form	<b>X</b>	<b>X</b>	Cougar Jobline <a href="https://siue.12twenty.com/">https://siue.12twenty.com/</a> Documents and Forms Tab – Scroll to Bottom of Page
Employer Evaluation Form	<b>X</b>	<b>X</b>	Cougar Jobline <a href="https://siue.12twenty.com/">https://siue.12twenty.com/</a> Documents and Forms Tab – Scroll to Bottom of Page Then " <b>Share</b> "